

Supplemental Training Lab Grant Application

PART A: GENERAL LIBRARY INFORMATION

1. APPLICATION CHECKLIST

Please make sure that your application contains the following materials. As you complete the application use this sheet as a checklist and return it with your application. In addition, when you return the application, put it in the following order.

- ☐ Part A: General Library Information (page 1)
- ☐ Part B: Project Narratives and Commitments (pages 2-3)
- ☐ Part C: Grant Equipment Request (page 4)
- ☐ Part D: Applicant Certification (page 5)
- ☐ One original and two copies of this application (three complete copies), including all attachments.

2. LIBRARY INFORMATION

Library Name: _____

Check Entity (the name of the organization to which the check should be written): _____

Please verify the IRS tax status of the check entity by selecting one of the following. The check entity is a:

- ☐ Federal, state, or local government agency
- ☐ 501(c)(3) public charity
- ☐ 501(c)(3) private foundation or private operating foundation

If the check entity is a 501(c)(3) organization, you must attach a copy of its most recent IRS tax determination letter and its most recent Form 990 tax return.

Date Application Submitted: _____

3. LIBRARY CONTACT INFORMATION

Primary Contact Name: _____

(This should be the name of the person whom the Foundation can contact with questions about this application.)

Title: _____ Phone: _____

Fax: _____ E-mail: _____

Name of Library Building (intended lab location): _____

Address: _____

Library Building Contact Name (if different from Primary Contact): _____

Title: _____ Phone: _____

Fax: _____ E-mail: _____

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PART B: PROJECT NARRATIVES AND COMMITMENTS

Libraries designated by the state library agency are eligible to apply for a Supplemental Training Lab Grant consisting of 10 public access computers, one trainer computer, a laser printer, a switch, and a projector. The Training Lab serves four objectives as noted below.

Please prepare narratives that address the points noted under each of the five objectives. Your narratives should clearly and concisely address your purpose and interest in receiving a Training Lab. Limit each narrative to one to two pages.

1. Lab Objective:

To support the library's on-going need to train library staff in the use of new and changing information delivery tools, such as the Internet, World Wide Web sites and search engines, and electronic reference services.

ADDRESS THESE POINTS IN NARRATIVE 1:

Please tell us specifically about: the kinds of technology training classes your librarians currently participate in; the training goals your librarians are expected to achieve; how the computer lab will help librarians meet those training goals; and what level of information technology (IT) expertise you encourage your staff to achieve and maintain within the next few years. Also, who is responsible for maintaining the lab? Who is responsible for ensuring that staff training is successful? What considerations led to the selection of these people?

2. Lab Objective:

To provide a means for delivering patron-focused classes so the public can become familiar with the information technology services of the library.

ADDRESS THESE POINTS IN NARRATIVE 2:

Which classes that you are currently providing will you be able to expand as a result of the grant? What types of community outreach will you offer as a result of this grant?

3. Lab Objective:

To provide additional public access computing facilities for library patrons (*when not in use for training purposes*).

ADDRESS THESE POINTS IN NARRATIVE 3:

- (a) Explain how the Training Lab will improve and expand public access computing services, particularly for those who are in greatest need of the services in your community. Identify the patrons in your community who don't have access to information resources elsewhere. What programming or services do you provide for those patrons?
- (b) The Training Lab must be open and available to the public during the library's open hours and when it is not in use for training.

4. Lab Objective:

To provide a training facility that can be used in cooperation with libraries in the immediate geographical area and with the state library agency in offering a broad range of training opportunities for the public library community.

ADDRESS THESE POINTS IN NARRATIVE 4:

- (a) Describe where you will locate the lab, indicating its location within the building, and its accessibility to staff. Include a floor plan showing the proposed lab area, its square footage, and its location within the library building.
- (b) Tell us why the location you have chosen for your lab is the best location for patrons. Please discuss accessibility in your response.
- (c) How will you make the lab's resources available to regional libraries?
- (d) Which organizations and businesses will you contact for ongoing support?

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PART C: GRANT EQUIPMENT REQUEST

The table below describes the standard products that libraries receive as part of the Supplemental Training Lab Grant. Prices are estimates only. The actual grant award is determined by current pricing at the time of the award.

SUPPLEMENTAL TRAINING LAB GRANT EQUIPMENT

Part	Estimated Price
11 Gates Library Computers	\$23,705
HP Laser Printer	1,500
Projector—Viewsonic	2,120
24-Port 10/100 Switch (Modular)	1,725
Internal Building Wiring Allowance	1,000
Smartnet Support—2924 Switch—3 year	560
Network Accessory Kit	155
11 Spanish Keyboards	275
Estimated Price	\$31,040

SPANISH-LANGUAGE KEYBOARD REQUEST

Each computer comes with a Spanish-Language profile, which provides access to Office, Internet Explorer, and some children's titles in Spanish. Check the box below if you would like Spanish keyboards to be awarded with your lab.

☐ Please include 11 Spanish-language keyboards with our lab request.

INTERNET CONNECTIVITY REQUIREMENTS

Does this location meet the minimum Internet connectivity requirements for a Supplemental Training Lab as outlined in the *Grants and Eligibility Guidelines* publication? (circle one) Y N

If the building does not meet these requirements, please contact the Foundation's Network Deployment Department at 1-888-289-8989.

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CHECK ONE:

Accepting the Grant

- ☐ This library is planning to purchase the Gates Library Computers for use in the Supplemental Training Lab.

Requesting Different Computers

Libraries that prefer to have another type of computer than the Gates Library Computer for their Supplemental Training Lab are eligible to receive a cash award to purchase personal computers of their choice. Libraries that are approved for a training lab and that choose to request different computers are eligible to receive a cash award equivalent to the price of 11 Gates Library Computers.

Libraries choosing this option will not receive any of the other products or services associated with the Gates Library Computer grant packages (printer, projector, wiring allowance, switch, network accessory kit, Spanish-language keyboards, donated software, software upgrade, training, publications, systems support, or networking support.)

It is necessary that the alternate computers meet or exceed the basic hardware specifications included in the application package and you will need to provide equivalent software applications on these computers. The software applications on these machines must include, but are not limited to: personal budgeting, word processing, general reference, Internet access and a small number of children's titles.

- ☐ We are requesting different computers.

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PART D: APPLICANT CERTIFICATION

PURPOSE: The purpose of the Supplemental Training Lab Grant is to provide designated libraries with state-of-the-art training facilities that will be used to meet local training needs and that will serve as regional and statewide training resources.

ELIGIBILITY STANDARD: To be eligible for a Supplemental Training Lab Grant from the Bill & Melinda Gates Foundation, a library must be recognized by the state library agency as a public library, act as a public library and be open for public use (not as an administrative facility), not have previously received a Gates Foundation Lab Grant, and be willing to commit to the use of the lab for cooperative regional and statewide technology training programs.

In making this application, we certify that:

1. We understand the purpose of the State Partnership Program, and this library meets the eligibility standard.
2. The information provided in this application is complete and accurate to the best of our knowledge and represents the needs of this community.
3. The grant funds will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
4. We understand that there may be costs associated with receiving a grant that are not covered by the grant. These expenses may include, but are not limited to, staff, construction/renovation, furniture, materials, supplies, ongoing telecommunication costs, and nongranted hardware and software.
5. Good faith efforts will be made to sustain the Training Lab capability established by this grant. Such efforts will be aimed at ensuring that all computers and peripheral equipment are kept fully operational and appropriately supplied. Also, good faith efforts will be made to ensure adequate public funding from state and local sources for the proper maintenance and eventual replacement of the equipment provided by this grant.
6. We understand that grants will be made only to public libraries that provide direct access to computers for public use, and we will operate and administer the computers and Internet access without charges or fees to library patrons.
7. We understand the grant conditions and requirements as stated in the *Grants and Eligibility Guidelines* publication.
8. We understand the Training Lab must be open and available to the public during the library's open hours and when it is not in use for training.
9. We understand that the Training Lab must be made available to Foundation staff on a priority basis during the implementation phase of the grant program.

SIGNATURES:

Library Director

Signature: _____

Name (please print): _____ Date: _____

Chair of the Library Board

Signature: _____

Name (please print): _____ Date: _____